

Assignment 2

Create a (Time Sheet) as the following:

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Overtime hours	Total
Rana	8	8	8	8	8	8	10	48
Mona							5	
Hessa							12	
Maha							8	
Abeer							11	

Enter the Labels in the first row

In Cell A1 type: Monday

Use the AutoFill handle to add Tuesday through Saturday

Calculate the Daily Total

Enter sample data in the remaining cells

AutoSum the total for each employee

Format the cells

Make the Labels Bold

Align all of the text Centered

Create a new table on the same sheet and go the following:

- Calculate the overtime \$ for each employee.(overtime \$=12,000*8%).
- If the over time is more than 10 hours (overtime \$=12,000*12%)
- How many employee work full time (8 hours) every day.
- What is the maximum, minimum and average overtime\$.

Save the spreadsheet and name it: Assignment 2 prints it then hand it to me on class time.